

# St.Raphael's Pre-Primary School,Indore

Contact No: 07312702511, [9516597960](tel:9516597960)

E-Mail: [stradmn1928@yahoo.co.in](mailto:stradmn1928@yahoo.co.in)

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Kindly read all instructions carefully before you click on PROCEED at the bottom of this page

## GUIDELINES FOR ONLINE REGISTRATION SESSION 2020-21

1. It is mandatory to have a valid Mobile No. for communication. Each and every detail should be conveyed through S.M.S. only.
2. The online registration form will only be accepted upon successful online payment of the registration fees.
3. Upon successful payment of registration fee, the system will generate:
  - An Acknowledgment Receipt with a Registration Number which you would need for all further correspondence.
  - User name and password would be mentioned in the Acknowledgment Receipt for viewing and printing your form.
4. The following documents need to be submitted physically at the school on the date and time mentioned through S.M.S. for completing the online registration process:  
Self – Attested printout of the registration form and  
**Acknowledgment Slip**
  - Passport size photograph of the child.
  - 1 post card size (4" x 6") photograph of the child along with the parents.
  - One photocopy of the birth certificate.
  - One Photocopy of the Aadhar Card and a Copy of SSSM ID.
5. Kindly fill in the particulars of the child (i.e. name, parents' names and date of birth and other details) correctly.
6. The date of birth filled in the form must tally with the birth certificate of the child. (The Child should complete 3-4 years of age as on 1<sup>st</sup> July 2020 )
7. The management of the school reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate.
8. Incomplete registration forms or those with incorrect information will automatically stand rejected.
9. Standard charges for Card Transactions and Net banking would be charged extra. These charges would be added to the Fee, post your selection of the respectively payment mode in the Payment Portal. [Registration Fees-Rs. 500/ + 25/ (For transaction charges) ]

**Documents to be Brought at the time of verification: Original Birth Certificate (Issued only from Municipal Corporation or Panchayat with Child's name mentioned on the birth certificate alongwith authorized seal and signature. If the name is changed kindly produce the affidavit).**

**Tentative dates for the verification of forms are 13<sup>th</sup> and 14<sup>th</sup> of December, 2019 timings will be informed via SMS on or before 12<sup>th</sup> December, 2019. In case you are failed to receive the SMS kindly contact on this Mob.No. 9516597960 on 12<sup>th</sup> December, 2019 itself.**

Only the parents (both **Father and Mother**) should accompany their child at the time of verification along with a **photocopy of the Birth certificate and a Passport size Photograph** of the ward (child).

Note-In Case of any query feel free to contact the parent help desk or write us on [parent@entab.in](mailto:parent@entab.in).

Kindly mention your school name in the mail. Timing 08:00AM to 08:00PM on 011-43193333,Ext-5

**Dated: 1<sup>st</sup> November,2019**

**Sr. Vinita Dhansingh**